

Please complete one service position description for EACH member you are requesting, using this template.

The service position description is used in the recruitment and matching process. Each service position description must be sent electronically in MS Word format to complete an application.

MEMBER POSITION/TITLE

- Identify a brief, specific title of the service position that accurately reflects the content, purpose and scope of the member service position.

Community Health and Prevention Coordinator

The NHC member will be working in underserved communities, primarily with early childcare and out-of-school time settings in Allegheny County, to lead the Alliance for a Healthier Generation's Healthy Way to Grow initiative, and to provide continued training and health education with the Healthy Out-of-School Time (HOST) program. CHP is the local manager of these programs and works with community partners to implement the frameworks in afterschool programs and early childcare settings. Sites implement a process in which they, 1) establish a wellness team, 2) assess their environment for best practices, 2) identify opportunities for improvement, 3) establish goals for positive change, 4) develop an action plan, and 5) take action. An on-line platform, tools and resources from the Alliance support each program. The NHC member will be trained on both programs by the onsite supervisor and offered support when needed. The NHC member will develop a monthly plan to establish goals and review with the onsite supervisor on a weekly basis.

The NHC member will lead the Healthy Way to Grow program by recruiting new Early Childhood and Education (ECE) sites to implement a process in which they, 1) assess their environment for best practices in nutrition, physical activity and health-related policy, 2) identify opportunities for improvement, 3) establish goals for positive change, 4) develop an action plan for environmental, policy and practice modifications that support youth health and wellbeing, and 5) take action. The NHC member will provide ongoing communication and support such as, but not limited to developing monthly emails that include updates, sharing of resources and

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events, newsletters, and continuing education and professional development opportunities across various platforms (i.e., email, social media). The NHC member will identify key partner organizations, and establish a database comprised of local and national partner organizations including resources, services and programs that are applicable to early childhood staff, parents and youth. The NHC member will also identify and coordinate hospital and healthcare-based safety net resources that increase access to care. Expanding efforts in the early childcare setting is a priority for Children's Hospital. In addition, the NHC member will work closely with ECE sites to coordinate community partner resource fairs and other events for parents, staff and youth. The NHC member will provide program overviews to engage staff and parents, and facilitate onsite health education to the youth in classrooms using various healthy eating and active living curricula. The member will have the opportunity to expand on these tasks.

CHP partners with the United Way of Southwestern Pennsylvania's fitUnited to implement the HOST program. The NHC member will provide continued training and health education to 42 YMCA sites and new HOST sites which includes, 1) assessing their environment for best practices in nutrition and physical activity using National Healthy Eating & Physical Activity (HEPA) standards, 2) identifying areas for improvement, and 3) establishing goals for improvement. The NHC member will also work closely with HOST sites to facilitate health education to youth. In addition, the NHC member will develop and lead a youth leadership project aimed to increase youth engagement in out-of-school time settings around the topic of health and wellness. Youth engagement is a priority for all HOST sites, however CHP and fitUnited staff do not have the capacity, and are assigned to fulfill this task.

- NHC Position Title: (to be completed by NHC staff)
Host Site Position Title: Community Health and Prevention Coordinator

AMERICORPS PROGRAM

Program: National Health Corps

Location: Pittsburgh, PA

HOST SITE NAME & LOCATION

- **Identify the specific host site location and/or service sites(s) where a member will complete his or her service. Include the full address of the site where this position will be taking place.**
Children's Hospital of Pittsburgh of UPMC (CHP).
Office of Health Improvement Partnerships/Community Health
Lawrenceville Medical Building
4117 Penn Ave.
Pittsburgh, PA 15224

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ORGANIZATION DESCRIPTION & MISSION

- Define the broad purposes that the program is aiming to achieve, describe the community the program is designed to serve, and state the values and guiding principles which define its standards

CHP is dedicated to improving the health and wellbeing of children through excellence in patient care, teaching and research. The mission of the Office of Health Improvement Partnerships is to create health among all children and adolescents, and reduce health disparities, through a population-level approach to physical and emotional health and wellness. We further aim to address the factors that influence health including access to quality clinical care, health behaviors, socioeconomic factors, and the physical environment by establishing a prevention-oriented health system, working with community partners to promote policies, practices and systems-level change where children live, learn and play, strengthening the integration of clinical systems with community-based prevention efforts, and evaluating process and outcomes to refine efforts and support maximum impact.

MEMBER POSITION PURPOSE

- Provide a brief (1-3) sentences) summary of the purpose of member service by outlining the duties and responsibilities of the member and how this role connects within the organization.

The NHC member will serve as Children's Hospital's Community Health representative working on the Healthy Way to Grow and Healthy Out-of-School Time (HOST) programs. The NHC member will provide content knowledge and expertise, and continued education and training to community partners, early childhood centers and after school providers, as well as health education and leadership opportunities to youth. The member will develop communication strategies for ongoing support to community partners, staff, parents and other key stakeholders (i.e., emails, newsletters).

MEMBER TERM OF SERVICE

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This is a full-time AmeriCorps national direct service position. To fulfill this position, the member will:

- complete a minimum of **1,700** hours of service during this period. A maximum of 20% of these hours may be in training and a maximum 10% of these hours may be for pre-approved fundraising activities.
- understands that in order to successfully complete the term of service (as defined by the Program and consistent with regulations of the Corporation for National & Community Service) and to be eligible for the education award, he/she must:
 - a. Serve a minimum of 1,700 hours
 - b. Satisfactorily complete Pre-Service Orientation (PSO)
 - c. Satisfactorily complete service assignments as defined in the member position description and determined by the NHC Program Site.

SITE CONSIDERATIONS

- **Is the site accessible via public transportation (if yes, what line/route)?**: CHP is located on Penn Avenue in Lawrenceville. Multiple bus routes stop near the office and can be identified through the Port Authority's website, www.portauthority.org
- **Does this position require a personal vehicle?**: Having a personal vehicle is recommended since the NHC member will be doing site visits that aren't always easily accessible by public transportation.
- **How will your organization reimburse the member for transportation costs?**: NHC member will be reimbursed for costs by submitting expenses for work related travel.
- **Organization dress code**: Business casual when in the office and casual depending on other activities.

EXPECTED SERVICE TIME REQUIREMENTS/SCHEDULE

- **Include the days and hours of the week that the member will be expected to serve most commonly while in the position.:**
Monday – Friday 6:00 am – 2:30 pm, ½ lunch or 6:30 am – 3 pm, ½ lunch or 7:00 am – 3:30 pm, ½ lunch or 7:30 am – 4 pm, ½ lunch or 8:00am – 4:30pm, ½ lunch or 9:00am – 5:30pm with ½ lunch

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- Please describe how service schedule accounts for holidays and other time off, and will provide the member with sufficient opportunity to make up missed hours.

The majority of CHP's office closures are in line with the National Health Corps holidays. If CHP offices are closed on a non-Health Corps holiday the NHC member will be encouraged to shadow other members or do optional hours to ensure that they are meeting their required hourly total for participating in the program. The NHC member will also be allowed to serve at CHP if the office is open and National Health Corps has a holiday. The NHC member's role will also consist of some occasional evening and weekend hours.

MEMBER ROLE/DESCRIPTION OF DUTIES:

- Describe the specific program(s), project(s), or initiative(s) that the member will serve with:

Healthy Way to Grow

Healthy Way to Grow is a joint initiative of the Alliance for a Healthier Generation and the American Heart Association with a program goal to improve the ability of early care and family centers to improve and sustain four key lifestyle behaviors: physical activity, nutrition, screen time, and infant feeding. The program includes hands-on support, free tools and resources, professional development and training, and connections to local resources. Healthy Way to Grow utilizes a process of assessing current practices and policies, identifying opportunities for improvement, and establishing and implementing change goals to support a healthier environment in early childcare settings for the youngest children.

In order to best support community partners and sites that implement this program, there is a need for one-on-one technical assistance that will be provided by the NHC member. With a focus on underserved sites, the NHC member will provide one-on-one assistance that supports sites, as well as researching health and wellness resources, providing continued training and education for sites, coordinating health and resource fairs for sites, and recruiting new sites. The NHC member will be the primary point of contact for all program sites in underserved communities.

Healthy Out-of-School Time (HOST)

Healthy Out-of-School Time (HOST) is also a program of the Alliance for a Healthier Generation for which CHP is the local manager. CHP engages fitUnited as a partner in implementation of the program. HOST is a six-step process for out-of-school providers to implement positive changes in the nutrition and physical activity environment of their centers to reduce the prevalence of childhood obesity. CHP, with fitUnited, launched HOST in January 2016 with 12 sites. The program has grown to include approximately 80 after-school sites serving more than 30,000 youth in Allegheny County. Our goal is to provide continued training and education to sites in addition to expanding the program to new sites in underserved communities.

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- Provide a brief summary of the purpose of member service by outlining the duties and responsibilities of the member and how this role connects within the organization:

The NHC member's role will include continued training and health education to HOST and ECE sites identified by the 2017-18 NHC member, and recruitment of new sites in Allegheny County to participate in both programs.. In addition, the NHC member will provide, one-on-one support and educational activities for site staff, parents and youth, and collaborate with key implementation partners such as fitUnited and Allegheny County Health Department. Already, CHP has engaged early childhood centers including PPS Chartiers Early Childhood Center and PPS Crescent Early Childhood Center.. We hope to continue providing training and health education to 42 YMCA sites, and expand our capacity by recruiting new sites underserved communities, such as, Braddock, McKeesport, Clairton, West Mifflin and Duquesne with a NHC member. In addition to working directly with community partner organizations, the NHC member will identify and coordinate hospital and healthcare-based safety net resources and expertise that may add value when integrated with community-based program efforts.

- What will the member's specific role be with this program/project/initiative?:

With Healthy Way to Grow and HOST programs, the member's specific role will include:

- Recruitment of new early childcare and after school program sites
- Engaging returning partner sites (including a specific focus on 42 YMCA sites)
- Community partner and hospital/healthcare engagement and coordination
- Continuing education and professional development training for staff and parents
- Technical assistance with new program implementation (specific to Healthy Way to Grow)
- Health education and health leadership for youth
- Health education for families
- Develop communication strategies for ongoing support (i.e., emails, newsletters)
- Identification and development of resources

- How will the member's primary activities align with the NHC's mission and performance measures?:

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The NHC member will engage in several health-related activities assisting with implementation of evidence-based healthy eating and active living curricula, provide both on and off-site training and assistance, health education for youth, and provide professional development and continuing education opportunities for staff, parents, and youth at sites.

- Clearly define how member activities will not duplicate and/or displace existing staff, volunteers or interns' duties at site.:

The NHC member will continue work that is currently being done on Healthy Way to Grow by an existing NHC member. Healthy Way to Grow was launched by a previous NHC member in 2017-18. The new NHC member will play an active role in expanding the program by recruiting additional early child care sites to participate in this program, and providing one-on-one technical assistance and training to new and returning sites. CHP and fitUnited only provide technical assistance to HOST sites. The NHC member will provide continued education and training to new and returning HOST sites since CHP and fitUnited staff do not have the capacity.

Having a member will allow us to increase our capacity to provide ongoing training and technical assistance, continued support, and health education to create healthier, equitable environments for youth, staff and families across our networks.

- Clearly ensure that the position description activities do not put member(s) at risk for exceeding the limitations on allowable fundraising activity as outlined in requirements of 45 CFR §§ 2520.40-.45?:

https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf

Does not put member at risk.

- Clearly state that the position description activities do not violate the AmeriCorps supplementation restrictions as outlined in requirements of §2540.100 accessed via:

http://www.ecfr.gov/cgi-bin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100

The position description activities do not violate the AmeriCorps supplementation restrictions as outlined in the requirements above.

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- Confirm that the member in this position will receive no more training than 20 percent of the aggregate of the total member service hours as outlined in requirements of 45 CFR §2520.50?: https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf
 NHCMember will not receive more training than 20% of total hours.

- Clearly confirm that the member position activities follows the requirements related to supplementation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f).: http://www.ecfr.gov/cgi-bin/text-idx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100 NHC
 member will not duplicate or displace current staff, as stated above.

- Clearly confirm that a member will not be conducting AmeriCorps prohibited activities as outlined in 45 CFR §2520.65?: https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf
 The NHC member will not be conducting Americorps prohibited activities.

- Clearly describe recurring access to vulnerable populations as outlined in 45 CFR §2510.20: https://www.nationalservice.gov/sites/default/files/documents/fy13_12_1005_48.pdf
 We currently serve communities which are considered vulnerable and underserved. The NHCmember will work directly with community partners and residents within these communities.

PROGRAM, PROJECT, OR INITIATIVE NAME (INCLUDE % TIME OVER TERM MEMBER WILL	MEMBER ACTIVITIES AND PURPOSE OF SERVICE	MEMBER OUTPUTS (How many classes, workshops, clients, patients etc. will the	NHC PERFORMANCE MEASURE(S) AND ALIGNMENT WITH NHC
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<i>SPEND WITH THIS PROGRAM)</i>	<i>(List the key activities the member will be responsible for, for each program/project listed)</i>	<i>member conduct/serve under each activity)</i>	<i>MISSION THIS ACTIVITY FALLS UNDER (if any).</i>
<p>Healthy Out-of-School Program (HOST)</p> <p>Healthy Way to Grow (HWTG)</p> <ul style="list-style-type: none"> • Content knowledge and expertise • Site Technical Assistance and Program Implementation • Site Trainings and Education • Resource Development and Coordination of resource distribution (brochures) IS THIS ALSO IN PERSON/OVER THE PHONE? • Site Recruitment • Communication and support 	<p>Site Trainings and Education</p> <ul style="list-style-type: none"> • Lead program orientations for new and returning sites in HWTG and HOST • Facilitate onsite health education curricula for youth <p>Site Technical Assistance and Program Implementation</p> <ul style="list-style-type: none"> • Provide assistance to sites in completing program assessments, developing and implementing action plans • Research and identify national and local resources sites can use to make healthy changes • Develop and manage communication mechanisms <p>Resource Coordination</p> <ul style="list-style-type: none"> • Coordinate programs and services offered by community partners such a community partner resource fairs <p>Resource Development</p>	<p>Site Trainings and Education</p> <ul style="list-style-type: none"> • Member will help lead at least five trainings for HWTG, ten for HOST and at least ten curricula total <p>Site Technical Assistance</p> <ul style="list-style-type: none"> • Member will provide assistance to a minimum of 10 HWTG sites and 42 HOST sites <p>Resource Development</p> <ul style="list-style-type: none"> • Member will develop a minimum of five outreach or educational resources for each program initiative 	<ul style="list-style-type: none"> • Health Education Prevention • Capacity Building

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	<ul style="list-style-type: none"> • Develop customized health education resources for sites as needed • Develop print materials for Healthy Way to Grow and HOST sites including flyers, brochures, pamphlets <p>Site Recruitment</p> <ul style="list-style-type: none"> • Identify new out-of-school and early childhood sites for participation in programs • Meet with potential new sites to provide program overviews • Attend and/or present at events, meetings, and conferences related to early childhood and education or after school providers to network and recruit potential sites 	<p>Site Recruitment</p> <ul style="list-style-type: none"> • Member will identify at least ten new HWTG sites and at least ten HOST sites 	
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SITE ORIENTATION AND TRAINING

Briefly describe the orientation process at the site for members: In addition to Health Corps orientation activities, the NHC member will participate in “new employee” orientation that takes place at CHP. He/she will also be oriented to CHP’s Office of Health Improvement Partnerships/Community Health Division and the programs and services that fall under this area of the hospital.

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Identify the professional, personal, or service-related member development activities and training that a member might engage in during and in addition to his or her service.: The NHC member will participate in professional development opportunities that are offered through the UPMC system. These might include Pediatric Grand Rounds, for example, or training opportunities that are offered by our hospital partners such as Western Psychiatric Institute and Clinic and United Way of Southwestern Pennsylvania's fitUnited. We will create a structure whereby the NHC member is encouraged or required to participate in at least two - four hours of professional development per month.

The NHC member will be able to participate in professional development opportunities through partner organizations. These may include workshops, lunch & learns and symposiums on health and wellness related topics.

MEMBER BENEFITS

The member in this position will receive from the NHC program the following benefits:

1. **Living Allowance** in the amount of **\$13,732.00**.
 - a) The living allowance is taxable, and taxes will be deducted directly from the living allowance.
 - b) The living allowance is not a wage. It is intended to provide for expenses a member incurs while actively serving and is not linked to the number of hours a member serves. A member who completes his/her term of service early or will receive the portion of the living allowance that would be provided for that period of participation under the program's living allowance distribution policy (a member who leaves in the first week (or first ½) of a pay period receives ½ a stipend; a member who leaves early in the second week (or second ½) of a pay period receives a full stipend). Members who end their service early will not be eligible for the remaining amount of their living allowance, either in "lump sum" or incremental payments. A member may not receive a living allowance if they are suspended by the program.
2. **Health Insurance.** If a full-time member is not currently covered by a health insurance program or loses coverage due to participation in the Program, they are eligible to receive limited health insurance through the program where they serve. Insurance coverage for full-time members begins after mandatory documentation is received and processed. Member insurance coverage does not cover family members and dependents.
3. **Child Care.** Child care subsidy, paid directly to the child care provider by a CNCS benefits administrator, GAP Solutions, is available to members who qualify. GAP Solutions distributes this allowance evenly over the term of service on a monthly basis. Members are responsible for locating their own child care providers. The amount of the child care subsidy that the member may be eligible for varies by state and may not cover the full cost of child care.
4. **Education Award.** Upon successful completion of the member's term of service, the member may be eligible to receive an education award from the National Service Trust. For successful completion of a full-time term (minimum of 1,700 hours), the member will receive a \$5,815 Education Award. The member understands that he/she may not receive more than the amount

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equal to the total value of two education awards for full-time service from the National Service Trust, regardless of the stream of service in which the member serves.

5. **Loan Forbearance Interest:** If the member has received forbearance on a qualified student loan during the term of service, and the member successfully completes the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. After a member is enrolled in e-grants by the Program Director, they may use the CNCS web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

MINIMUM NHC MEMBER QUALIFICATIONS

In order to be eligible to serve in this position and in the NHC Program, a person must meet the following requirements:

1. Must be at least 18 years of age by the time training begins;
2. Must be a United States citizen or National or have a permanent resident visa;
3. Must have a high school diploma or an equivalency certificate (or agree to obtain a high school diploma or its equivalent before using an education award) and must not have dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent;
4. Must have complied with all CNCS required criminal history checks including 1) a State Criminal Registry Check of the CNCS designated repository in both the state in which the program operates and the state in which the member resided at the time they applied to the program; 2) a nationwide fingerprint based FBI background check; and 3) a Department of Justice National Sex Offender Registry Check. The member understands that if the results of the required criminal history checks reveal that they are subject to a state sex offender registration requirement and/or have been convicted of homicide (1st, 2nd or 3rd degree) they will be **ineligible** to serve in the Program. The member also understands they will have the opportunity to review and dispute the findings from the criminal history check.
5. Must submit valid forms of documentation to prove date of birth and citizenship/naturalization/resident alien status and must have a valid government issued photo identification;
6. Must disclose any history of having been released from another AmeriCorps program; failure to do so will render one ineligible to receive the education award;
7. Must submit evidence that they successfully completed any previous AmeriCorps terms, if applicable;
8. Must furnish all other documentation deemed appropriate by the program and host service site.

SITE MEMBER QUALIFICATIONS

- Please describe the traits that will help a member succeed in this position (e.g. outgoing, analytical, patient, good with children):

A NHC member who is energetic and outgoing, has some experience or interest in working in the early childcare setting and/or after school setting, creative, self-motivated and self-directed is ideal for this position. He/she will be doing a great amount of community engagement and organizing work. Ability to think analytically and being organized will also add value.

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- Please list the minimum qualifications, training, or experience required to be successful in the position):

College degree with some experience working with or advocating on behalf of youth. Any experience with public speaking, leading trainings or providing education would be additionally helpful, but not required. The member will gain a lot of this experience during their service.

- Please list the skills and/or experience that will help a member succeed in this position (e.g. customer service, language skills):

Interpersonal communication skills, public speaking/presentation skills, education and training

EVALUATION AND REPORTING

All NHC member will be given written performance review by both their host site supervisor and NHC Program Director at the mid-term and end of their term of serve. These performance reviews will be, based on the member's performance at their host site and their participation in National Health Corps responsibilities such as member trainings, committees and group service projects. If a member disagrees with any aspect of their performance review, they can indicate that on the review and they may appeal to the Program Director in writing, according to the grievance procedure. NHC members will be evaluated according to the following criteria:

- a. Whether the member has satisfactorily completed service assignments, tasks or projects;
- b. Whether the participant has met any other performance criteria which has been clearly communicated both orally and in writing at the beginning of the term of service;
- c. The member's ability to establish and maintain positive interpersonal relationships and whether they participated in NHC activities;
- d. Whether the participant has completed or is on track to complete the required number of hours outlined in their member contract to complete their term of service.

EMPLOYMENT STATUS OF AMERICORPS MEMBERS IN THIS POSITION

For guidance related to the employment status of AmeriCorps members please refer to the below link:

<http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-amicorps-members>

AMERICORPS BRANDING AND MESSAGING

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For guidance on AmeriCorps branding and messaging, please refer to the below link:

<http://www.nationalservice.gov/documents/amicorps-state-and-national/2015/amicorps-branding-and-messaging-guidance>

NHC PROGRAM DIRECTOR AND SITE SUPERVISOR INFORMATION

- Beci Russell, Program Director:
rebecca.russell@alleghenycounty.us
412-578-8308
- Provide the name, job, title and contact information of the members' host site supervisor
Britnee Nwokeji, MS Ed – Program Manager-Health & Prevention
Britnee.nwokeji@chp.edu
412-721-4930

SIGNATURES

By signing below, you acknowledge that you have read and understand the contents of this position description

Host Site Supervisor Full Name (Print): Britnee Nwokeji

Host Site Supervisor Signature:

Date: 2/2/2018

AmeriCorps NHC Member Full Name (Print as listed on formal documentation):

AmeriCorps NHC Member Signature:

Date:

By signing below, you acknowledge that this position description was finalized/approved by the NHC Operating Site Director:

NHC Operating Site Director Full Name (Print):

NHC Operating Site Director Signature:

Date: